How to Enable Excel Macro Settings

1. In Excel 2010, left mouse click the "File" Menu heading near the upper Left corner of the Excel Window which will take you to the Excel backstage.

2. On the Left frame of the Excel backstage, left mouse click Options (just above Exit) which will open a new Excel Options window.

3. On the Left frame of the Excel Options window, left mouse click "Trust Center" (at the bottom of the left frame), which will change the Excel Options window contents.

4. Then Left mouse click "Trust Center Settings…" found on the right, centered, which will open a new Trust Center window.

5. On the left frame of the Trust Center Window, left mouse click "Macro Settings".

6. Then left mouse click the round button to "Enable all macros (not recommended; potentially dangerous code can run)" at the bottom of the upper Macro Setting list.

7. Click "OK" in the lower right corner to close the Trust Center window.

8. Click "OK" in the lower right corner to close the Excel Options window.

9. Exit Excel 2010 without saving.

10. Restart Excel to be able to use Excel Macro-Enabled Workbooks.